DOCUMENT CONTROL COVER

Code 405 – New Technologies for Re-Engineered Operations [NTRO]

DOCUMENT NO.	405-MGMT-0001	APPROVED BY:	Micheal Mann
EFFECTIVE DATE:	12/7/00	TITLE:	IFM Program Director
EXPIRATION DATE:	None	CM LEAD:	David K. Garrett Ext. 6-1534

Responsible Office∕Organization: IFM Program Office, HQ

Document Title: Scope Document for the Resume Management Project

CHANGE CONTROL REQUEST HISTORY

Revision	CCR	Comments
Baseline	CCMS # 405-4	Initial Document Release
Change 1	CCMS # 405-32	CCR Incorporated 8/9/01

PROGRAM

Integrated Financial Management Program

Resume Management Scope Document

November 15, 2000

National Aeronautics and
Space Administration

NASA Headquarters
Washington, D.C.

Scope Document for the

Resume Management Project

November 7, 2000

Human Resources (HR) Steering Committee Approval:

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Joan Peterson, Chairman   Date

HR Steering Committee

IFMP Approval:

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Michael Mann, Program Director   Date
IFMP

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Tables

1 Introduction

The purpose of this document is to outline what Resume Management Project activities are considered within scope and what activities are considered out of scope. Undecided scope items are identified along with a plan for addressing each. In addition, this document identifies significant project deviations from the stated Integrated Financial Management Program (IFMP) Framework roles, responsibilities, approaches, and processes. This document also outlines high-level schedule and budget information for the Resume Management Project. Finally, any known significant assumptions and issues are identified.

2 Project Scope

The scope defines the mission of the Resume Management Project and its boundaries. It defines what is expected of the Resume Management Project, especially any unusual circumstances, and the specific activities that will and will not be performed. The scope is detailed in the following Statement of Work.

Resume Management Project Statement of Work

The Resume Management module involves transforming the recruiting and staffing functions through the introduction of electronic resumes stored in applicant databases and computer assisted screening of applicants to find those best qualified for vacancies. New system capabilities will enhance the automation process for posting job opportunities to the Internet and afford employees and the public the opportunity to apply for positions on-line. Managers will be able to obtain candidate referrals electronically. Future capabilities may include the ability to flow information from selected candidates directly into employee databases.

The IFM Program selected Goddard Space Flight Center (GSFC) as the Lead Center to formulate a project to acquire, configure, and implement throughout the Agency a solution that meets NASA's re-engineered processes and requirements. The overall scope of the Resume Management Project is to acquire a Commercial Off-The Shelf (COTS) software solution that best fits the Resume Management requirements, configure and test the software, and transition the solution to an operational state, first at GSFC and then to the remaining Centers. The Agency-wide Resume Management Process Team will work with the Resume Management Project to acquire and configure the Agency solution.

In accordance with one of the IFM Program's first principles, the Resume Management Project will use the COTS software in its native form and not seek to have the COTS modified. During software evaluations and again during the Agency Design phase, a gap analysis will be performed to determine any requirements not met by the software. The gap may be addressed by:

- Policy or Process Change – A NASA policy or process change that is made in order to adapt to the business process supported by the COTS software.

- Bolt-on – A third party COTS software product that can be "plugged in" to fill the gap.

- Extension – An extension to the baseline COTS software that is typically developed using tools provided along the COTS package. Extensions do not involve modification to the baseline COTS software code.

The Resume Management Process Team will work with the Resume Management implementation contractor to configure and test the software, to include any required interfaces and reports. Employees will be trained in both the software and the new processes.

3 Functional Drivers and Performance Measures

The functional drivers and performance measures are listed in Table 1. Operational data concerning the Resume Management functionality will be gathered from current systems to compare existing resume management process performance to the new resume management software performance during Pilot implementation. The Resume Management

Project will determine what data is compiled and when this activity will take place. Design measures are simulated during software testing and used to measure the effectiveness of functional driver satisfaction during the design and pilot implementation phases. All measures and processes for gathering the data to support these measures should be finalized by completion of the Resume Management Project Plan development.

Table 1. Functional Drivers and Performance Measures.

Functional Driver	Success Measure
Conduct Workforce Planning and Revitalization	Percent of current employees for whom skills data is available
Enable Timely Hiring Decisions	Elapsed time between receiving the hiring requisition and providing the selection certificate. (For base line, collect data on 6 –10 delegated examining cases, where a position was already classified when the requisition was received).
Continue Services Despite Reduced HR Staff	FTE's expended on those staffing functions affected by Resume Management system.
Provide Notifications and Status of Hiring Decisions to Selecting Officials and Applicants	Elapsed time between receiving the hiring requisition and providing the selection certificate. (For base line, collect data on 6 –10 delegated examining cases, where a position was already classified when the requisition was received).
Receive and Manage Electronic Resumes	Length of time to respond to applicants regarding receipt of application. (For base line, collect data on 6 – 10 delegated examining cases).
Respond to Competitive Job Market	Elapsed time between receiving the hiring requisition and providing the selection certificate. (For base line, collect data on 6 –10 delegated examining cases, where a position was already classified when the requisition was received).

4   Assumptions

This section presents assumptions upon which this Document is grounded. The list includes assumptions such as infrastructure availability and time period covered.

At this time, there are no assumptions identified for the Resume Management Project Scope.

5   Requirements

This section establishes the high-level requirements for the system to be implemented. They define the expectations of the resulting end system by the HR Functional Owner and the IFM Program Office.

5.1   In-Scope / Out-of-Scope Requirements

Table 2 provides the high-level requirements, separating the in-scope items from the out-of-scope items. Requirements include: User, Functional, Interface, and Technical requirements.

Table 2. Requirement Line Items.

Category	In Scope	Out of Scope
User	Approximately 100 NASA personnel specialists and their managers.	
	Approximately 50,000 external candidates submitting their resumes.	
	Approximately 3000 selecting officials, having limited functionality, are included in the initial solution. Selecting officials will electronically receive Federalized certificates and associated resumes.	Approximately 3000 selecting officials querying status of vacancy announcements..
Functional	Ability to receive resumes from internal (NASA) and external candidates	
	Enable automated identification of best-qualified candidates for referral to NASA hiring managers.	
	Collect and store key information about applicant experience and competencies (both internal and external candidates).	Conversion of Center legacy data.
	Capability to collect data needed to analyze NASA staff competencies in the current workforce.	
	Provide a federalized vacancy announcement.	
	Segregate incoming resumes by distinct vacancy announcements.	
	Store vacancy case files for re-creation to meet file disposition requirements.	
	Electronically reply to applicants.	
	Enable automated determination of veterans preference and Federal certificate referral order	
	Generate Federalized certificate for routing to selecting officials	
Interfaces	Interface with USAjobs for the posting of NASA vacancy announcements.	Interface with NASA's Payroll and Personnel System (NPPS) Interfaces to Center legacy systems.
Technical	Users shall access the software via the web.	
	Install all back-end services (e.g., application servers, database servers) at NASA's ADP Consolidation Center (NACC) at MSFC.	

5.2   Undecided Requirements

This section lists the high-level requirements that are undecided. A plan is provided for each undecided requirement. As an undecided requirement is resolved, the requirement will be entered into Table 2 as either in-scope or out-of-scope. This Scope Document represents the initial baseline of the project and will be updated as undecided requirements are resolved. All undecided requirements should be resolved prior to completion of the Project Plan and receiving authority to proceed with implementation, or they shall be incorporated in the Project Plan for later resolution.

Undecided high-level requirement items are listed in the order they should be addressed for possible implementation.

Table 3. Undecided Requirements Line Items.

Category	Undecided	Plan for Resolution
Functional	Determine if a centralized resume receipt depot is required and develop capability if needed.	Resume Management Process Team to determine if a centralized resume receipt depot is required. If approved by the HR Steering Committee, an implementation approach based on business and technical considerations identified by the Process team and the Project will be determined.
	Determine if an Agencywide pool will be maintained.	Determine if software will support the function. If supported, define the process. In not supported, re-engineer the process and propose the elimination of the requirement to the HR Steering Committee.
	Determine if duplicate resumes will be accepted, and if so, how will they be maintained.	Determine if software will support the function. If supported, define the process. In not supported, re-engineer the process and propose the elimination of the requirement to the HR Steering Committee.
Technical	Implement additional security requirements.	Evaluate capability during acquisition gap analysis. Decision required before software is procured.

6   Implementation Issues

This summarizes any known implementation issues surrounding the project. All issues shall be resolved prior to completing the Project Plan and receiving approval to proceed with implementation. If any issues are still outstanding, they must be transferred to the Project Plan. (Note: The resolution of issues of any type will be documented, dated and filed as part of the project file.) Resolution of issues will typically produce new or revised requirements.

Issue 1:

Issue statement: It may be necessary to utilize third party products to resolve functional gaps.

Plan for resolution:. Determine the need for any third party products and resolve with Project Steering Committee. Ensure these can be accomodated within existing budget, otherwise a proposal must be submitted to the Program Office.

Issue 2:

Issue statement: Personal information within the Resume System may not be adequately protected under the Privacy Act.

Plan for resolution: During Design Phase, develop approach to security issue or obtain waiver from Agency CIO. Ensure result fits within overall system security plan.

7 Resources

This section presents schedule and budget information particular to the Resume Management project.

Table 4 summarizes high-level schedule information including expected completion dates, and Table 5 summarizes high-level budget information.

Table 4. Schedule Summary. Resume Management

Project Phase	Schedule
Project Formulation	Aug. 2000 - Nov. 2000
Agency Design	Dec. 2000 - Apr. 2001
Pilot	Apr. 2001 - June 2001
Rollout	June 2001 - Oct. 2001

Table 5. Budget Summary **(in thousands).**

FY01	FY02	FY03	FY04	FY05
$1,823	$346	$122	$277	$131

8 Deviations from Program Plan

This section presents any responsibilities and activities that are unique or of particular relevance to the Resume Management Project.

8.1 Roles and Responsibilities Deviations

None.

8.2 Other Deviations

A period of understanding with an implementation contractor may not be possible, or have little value-added, due to the value and type of GSA contract applicable to this effort.

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	**12/7/00**	**Initial Document Release**
Change 1	**8/9/01**	**Added Document Control Cover**